

Report Date: 20 Mar 2015

**Summary Report for Individual Task
805K-79R-7001
Conduct a Company After Action Review
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson, SC 29207 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You have just completed an event or regularly designated time period and have scheduled a meeting with your 1SG and Center Leaders to identify what went right, what went wrong, and what could be improved. You have access to Report Management Zone (RMZ), Leader Zone (LZ) reports, applicable regulations, the commander's intent, and the company calendar. All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home> This task should not be trained in MOPP 4.

Standard: Conduct a professional discussion of an event/mission IAW the Leaders Guide to After-Action Reviews; evaluate and compare Soldier, leader, and unit performance against established standards; enable Soldiers to identify, for themselves, how to correct deficiencies and sustain strengths.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

<div>DANGER</div>

None

<div>WARNING</div>

None

<div>CAUTION</div>

None

Remarks: None

Notes: None

Performance Steps

1. Prepare to conduct an AAR.
 - a. Review the center's plan, goals, achievements, and milestones.
 - b. Analyze event(s), reports and/or data.
2. Conduct an AAR.
 - a. Explain the AAR agenda.
 - b. Discuss previous event/mission goals and accomplishments.
 - c. Discuss obstacles and lessons learned.
 - d. Discuss tactics, techniques and procedures (TTP) and training needs.
 - e. Discuss current mission requirements and update plan of action.
 - f. Identify resources required.
 - g. Summarize and conclude AAR.
3. Update the company operational plan.
 - a. Provide direction to the Center Leader to conduct center running estimates.
 - b. Update the company running estimates.
 - c. Adjust and update the company's recruiting operation plan (ROP).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared to conduct an AAR.			
a. Reviewed the center's plan, goals, achievements, and milestones.			
b. Analyzed event, reports, and/or data.			
2. Conducted an AAR.			
a. Explained the AAR agenda.			
b. Discussed previous event/mission goals and accomplishments.			
c. Discussed obstacles and lessons learned.			
d. Discussed tactics, techniques and procedures (TTP) and training needs.			
e. Discussed current mission requirements and update plan of action.			
f. Identified resources required.			
g. Summarized and concluded AAR.			
3. Updated the company operational plan.			
a. Provided direction to the Center Leaders to conduct running estimates.			
b. Updated the company running estimates.			
c. Adjusted and updated the company's recruiting operation plan (ROP).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC Manual 3-30	Recruiting Company Operations V1	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None